

- Confidential/Administrator
- Classified
- Faculty

Imperial Community College District Employee Exit Interview

Name	Date of Hire	Date of Separation
Position Title	Length of Time in the Position	
Supervisor's Name and Position Title		
Department/Division		

Reason for Separation

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Another Position | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Extended Disability | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Layoff | <input type="checkbox"/> Return to School |
| <input type="checkbox"/> Non-renewal of contract | <input type="checkbox"/> Termination |
| <input type="checkbox"/> Personal Reasons | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Relocation | |

Rate the following by checking the appropriate boxes

Category	Excellent	Good	Fair	Poor	No Opinion
Working Conditions					
Salary					
Benefits					
Overall Employee Morale					

Would you recommend the Imperial Community College District as an employer to your friends?

- Yes No

Would you consider future employment with the Imperial Community College District? Yes No

Rate Relationship With Supervisor

Topic	Almost Always	Usually	Sometimes	Never
Was consistently fair				
Provided recognition				
Resolved complaints				
Was sensitive to employee's needs				
Provided feedback on performance				
Was receptive to open communication				
Followed IVC policies and procedures				

Over →

Rate Your Job Experience

Topic	Always	Sometimes	Never
I enjoyed my work activities.			
I was challenged by my job.			
My supervisor gave me clear instructions for tasks and responsibilities.			
I was recognized for my good work.			
My job description accurately reflects my job responsibilities.			
I was given honest, worthwhile performance appraisals.			
My department was adequately staffed.			
Upper management communicates well with employees.			
I felt there were opportunities for career advancement.			
My workload was manageable.			

Do you have any additional comments regarding your employment in the Imperial Community College District?

Signature of Exit Interviewer

Printed Name of Exit Interviewer

Date